

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN**

**ADVISORY COUNCIL MEETING**

**Wednesday June 20, 2012 3:30PM**

**555 Fuller**

1. Greeting/Call to Order.
2. Review minutes from May 16, 2012 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
4. Fiscal Agent Report - Tim - Budget Committee
5. Program Contractor's Report – Beki
6. Chairman's Report – Jack –
7. D of A Liaison's Report – Helen
8. Public Comment – members of the public
9. Other Business/Adjourn

**STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING MINUTES**

**Wednesday, May 16, 2012, 3:30 P.M.**

## 555 Fuller

- 1. Greeting/Call to Order.** Chairman Jack Lynch called the meeting to order at 3:30 p.m. Members present: Jack Lynch, Dave Payton, Matt Dale, Rob Mayer, Martha from Montana Shares for Bill Crane, Gary Owen (by phone), and Marie Matthews (by phone), Beki Brandborg, Tim McCauley. Members excused: Marcia Armstrong and Mary Wright, Staff excused: Helen Betts
- 2. Review Minutes from April 18, Meeting.** One correction made: Beki Brandborg and Tim McCauley should be listed under Greeting/Call to Order as members not contractors. After review, Brandborg moved, seconded by Mayer, to approve the minutes. The motion passed.
- 3. Review Meeting Agenda and Advisory Committee Members' Schedules for the Upcoming Meetings.** The next meetings are scheduled for June 20 , July 18, and August 15.
- 4. Fiscal Agent Report.** McCauley distributed the condensed 2011-2012 Campaign Report. January through April deposits have been slowly dropping as is consistent with past years. There were no expenses this past month. Next month there will be expenditures for the Audit and the United Way. The electronic funds system is working well – there are no outstanding checks.
- 5. Program Contractor's Report.** Beki Brandborg has been busy collecting page sponsors, prizes, and having meetings with department coordinators. There are seven departments who have not participated in the coordinator meetings at this point, Beki will be following up with them in the next month.
- 6. Chairman's Report.** The chairman reported that we are current and up to date with reviewing the federation and non profits. Adding the Secretary of State page has greatly reduced the number of follow up calls during the review process. There are two more meetings to review the remaining applications. They are Wednesday, May 23, and Wednesday, May 30, from 11:30 am - noon. Chairman Lynch will send out meeting reminders. Chairman Lynch will also follow up on the application numbers and fees to see why the numbers look differently than last year (\$1000 less at this point).
- 7. D of A Liaison's Report.** Betts was not in attendance as she attended the Advisory Council on Workforce Development and Planning In her absence she forward to Chairman Lynch a few recommendations regarding the SECGC audit from DOA (Paula Stoll, Janet Kelly, Sheryl Olson and Nolan Brilz).

**What is being done by the United Way to “password protect” the data in question. This will need to be accomplished by the United Way and the costs incurred will probably need to be for by the SECGC.** After discussion of this item, it was decided the best way to address this item is for Dave Payton, Tim McCauley and Terry document the process currently used and the security that is currently in place to be submitted to DOA.

**Nolan Brilz, DOA/SHRD Accountant, will be glad to review any spreadsheets or data that is necessary to satisfy the auditors or committee members. Nolan will just need to be briefed on the nature of the information and granted any access necessary to complete the review. The SECGC will have Nolan reconcile necessary data.**

**8. Public Comment.** There was no public comment.

**9. Other Business/Adjourn.** Lynch adjourned the meeting at 4:11 p.m.